

Knowledge Center Operational Group (KCOG) Tips

Batch Enrollment

Step 1: Follow the trail

[Home](#) >> [Administration](#) >> [Manage Training](#) >> [Classroom](#)

Step 2: Type in the course in question in the search text and hit search and the bottom.

Classroom

Create and manage classroom courses (including course sections are

Search

Simple Search | [Advanced Search](#)

To perform a search, enter keywords in the Search Text field. Select a Search link to select criteria to further refine the results.



Search Text

Search Type All words ▼

Search

Step 3: Click on the underlined title of the class

Records found: 1


	Title	Rating
 	VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training <i>This course is APS Mandatory within the first year of employment. The course teaches the provisions of Adult Services (AS) and APS as prescribed in the Code of Virginia; the Department's policy and procedures for receiving and investigating reports of suspected abuse, neglect, or exploitation of adults; investigative methods for determining if protective services are needed; and provisions of protective services when the investigation finds a need for such services. This course incorporates training on the Virginia Uniform Assessment Instrument (UAI). The Code of Virginia, 63.1-173.3, requires the use of a uniform assessment instrument for assessment of applicants to and residents of assisted living facilities. The UAI is also used for nursing home preadmission screenings, assessments for home-based care, and other publicly funded long-term care services. The Target Audience for this course is Adult Services (ADS) workers who are new to AS/APS. Additional topics include: the purpose and philosophy of AS and APS, case intake and confidentiality, understanding target populations, assessment, case management, and the Virginia Uniform Assessment Instrument (UAI), definitions of abuse, neglect, and exploitation of vulnerable adults, how APS reports are received and investigated, frequently used judicial proceedings, entering data into the AS/APS automated system.</i>	None

Step 4: Click on Manage Enrollment

VDSS - ADS1000: Adult Services/Adult Protective Se...




[Return](#)

 **VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training**

No Rating Available

Course Provider : Virginia Department of Social Services (VDSS)

[Manage](#) [Required Training](#) [Surveys](#) [Manage Enrollment](#)

Type : Classroom 

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Step 5: Choose current and click go

VDSS - ADS1000: Adult Services/Adult Protective Se...

Batch enroll users, cancel enrollment for users and waitlist users. You may also view information about course sections and users who are enrolled/waitlist

Manage Enrollment

Enter search criteria using the fields and menus and click Search to find course sections. Use the checkbox and Cancel Enrollment/Waitlist button to cancel enrollment or waitlist a user.

Section Status:

Start Date:

End Date:

Activity:

User Search:

Disable Email Trigger: ☐ Yes ☒ No

Step 6: When populating this screen, you need to make a decision on whether you are looking for one person or more than one person. If you are looking for one person, populate last name and first name. If you are looking for more than one, hit search at the bottom of the page.

User Search

Last Name:

First Name:

User Search:

Role:

Job Title:

U.S. State:

Activity:

Section Search

Section Status:

Section Start Date:

Section End Date:

Disable Email Trigger: ☐ Yes ☒ No

[Users List](#) [Sections List](#)

Step 7: Put a check in the box beside the person you are choosing, and then put a check in the circle beside the appropriate course. Remember, you can do multiples on the same page, but once you transition to another page, the checks will go away.

Users List					Sections List					
Records found: 22156					Records found: 3					
<input type="checkbox"/>	Last Name	First Name	Activity	In Cart?	<input type="checkbox"/>	Section	Section Date Range	Section Cost	Enrollment	Lodging
<input checked="" type="checkbox"/>	AARON	LATOYA	Active		<input checked="" type="checkbox"/>	VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy	10/16/2012 - 10/18/2012	\$0.00	19/4/0	
<input type="checkbox"/>	Abadi	Mansourah	Inactive							